

## Equality Impact Assessment Form

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### 1. Document Control

#### 1. Control Details

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#### 2. Document Amendment Record

Version	Author	Date	Approved

#### 3. Contributors/Reviewers

Name	Position	Date

#### 4. Glossary of Terms

Term	Description

#### [screen tip-section B](#)

### 2. Assessment

#### 1. Brief description of proposal / policy / service being assessed

This report sets out the requirements for Nottingham City Council, Building Services team to procure multiple replacement contracts which end at various months during this financial year. Working with the central procurement team a programme of procurement has been formulated and included a thorough analysis of the total number of current contracts which has been reduced by packaging similar works together.

Without these contracts, Nottingham City Council will not be able to fulfil its many statutory, regulatory and legislative compliance obligations for its portfolio of assets which serve a diverse mixture of citizens in Nottingham and also include the flagship corporate and civic asset portfolio.

Nottingham City Council has a legal duty to offer a safe, and properly maintained portfolio of assets to its citizens, which are also accessible and appropriate to all sectors of the community.

This report recommends that Nottingham City Council gives authority for Building Service to procure multiple replacement contracts with a total value of £4,100,000 and to allow Building services to award and enter into the contracts.

[screeintip-sectionC](#)

**2. Information used to analyse the effects on equality:**

No consultation exercise has taken place due to the nature of the type of maintenance service contracts we are having to replace. However, without the procurement taking place its envisaged that all citizens of Nottingham will be impacted up and Nottingham City Council, asset portfolio will not be compliant with statutory and legislative requirements and therefore they could potential become a risk to all citizens.

**3. Impacts and Actions:**

<a href="#"><u>screeintip-sectionD</u></a>	<b>Could particularly benefit X</b>	<b>May adversely impact X</b>
People from different ethnic groups.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Younger	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

***Please underline the group(s) /issue more adversely affected or which benefits.***

**screeentip-sectionE**

**How different groups could be affected**  
(Summary of impacts)

Building Service procurement requirements will adhere to the Nottingham City Council Procurement Strategy and will support the Council in meeting the requirements of the Equality Act 2010, including ensuring non-discrimination and compliance with the public sector equality duty in the delivery of contracts procured.

The Strategy is a key driver in promoting and meeting the requirements of the Public Services (Social Value) Act 2012, through the key objectives and themes of securing social, economic and environmental benefits for the City and its citizens. To maximise the economic, social and environmental benefits delivered, appropriate specific measures will be taken where relevant to any contract procured, for example including requirements for employment and training opportunities and promoting the principles of the NCC Business Charter.

Where a procured contracts has specific equality implications (for example a change of service provision) an EIA will be undertaken as part of the commissioning decision making process. The Strategy sets out a number

**screeentip-sectionF**

**Details of actions to reduce negative or increase positive impact**  
(or why action isn't possible)

The outcomes of procurement activity will be monitored and reported, in particular progress against the key economic, social and environmental objectives of the Procurement Strategy.

The Building Services Team will work in a fair and inclusive way and will promote equality and diversity in accordance with the principles of the Procurement Strategy.

The Strategy will support and promote the Council's Equality Objectives: 'Make sure that our workforce will reflect the citizens we serve; Create economic growth for the benefit of all communities; Provide inclusive and accessible services for our citizens; Lead the City in tackling discrimination and promoting equality

Procurement processes will be fair, open, transparent, proportionate and accessible to ensure a level playing field for all suppliers and no barriers to participation, particularly for small businesses and VCOs.

<p>of core principles for all procurement that will support equalities including:</p> <ul style="list-style-type: none"> <li>- 'ethical standards' including the wellbeing and protection of work forces, that people are treated with respect and their rights protected.</li> <li>- 'governance, fairness and transparency' in the procurement and governance process</li> <li>- Citizens at the heart': ensuring all services procured are accessible and appropriate to meet the diverse needs of the community</li> </ul>	
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**4. Outcome(s) of equality impact assessment:**

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

**5. Arrangements for future monitoring of equality impact of this proposal / policy / service:**

**6. Approved by (manager signature) and Date sent to equality team for publishing:**

<p><b>Approving Manager:</b> The assessment must be approved by the manager responsible for the service/proposal. Include a contact</p>	<p><b>Date sent for scrutiny:</b> Send document or Link to: <a href="mailto:equalityanddiversityteam@nottinghamcity.gov.uk">equalityanddiversityteam@nottinghamcity.gov.uk</a></p>
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tel & email to allow citizen/stakeholder feedback on proposals. <a href="mailto:trevor.bone@nottinghamcity.gov.uk">trevor.bone@nottinghamcity.gov.uk</a> or 0115 8763142	
<b>SRO Approval:</b>	<b>Date of final approval:</b>

**Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:**

1. Read the guidance and good practice EIA's  
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.