



Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)

Name of proposal	Hard FM Contract
Directorate and Service Area	Communities & FM/Building Practice
Name of Lead Officer	Stephen Ashman

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

1.1 What is the proposal?
To formulate a single contract for all servicing and repairs to Mechanical, Electrical installation and Building Fabric within buildings within the Corporate Property Portfolio. All work proposed under this contract is already being undertaken by a number of different contractors.

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

2.1 What data or evidence is there which tells us who is, or could be affected?
The works may affect all persons working in any building within the Corporate Portfolio at some stage. However the majority of the works are undertaken in areas that citizens, service users and staff do not access. A large amount of the works will be undertaken will be in restricted areas i.e Boiler Houses, roofs, lift shafts etc. Where work is planned outside these area the contractor has to supply Risk Assessments and method statements to ensure the works are undertaken with our affecting Citizens/ Service Users/Staff
2.2 Who is missing? Are there any gaps in the data?
All persons have been considered, no gap in data.
2.3 How have we involved, or will we involve, communities and groups that could be affected?
The contract will have no direct effect on communities and groups. We currently undertake all the works planned within this contract via a number of different contractors. This new contract is only to consolidate these activities under one supplier

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?
There will be no real adverse impact on people with protected characteristics. All the works being proposed within this contract are already being undertaken with little or no impact. The only impact maybe when a specific repairs is required to a lift within a building.
3.2 Can these impacts be mitigated or justified? If so, how?
Any impact due to failures of a lift will be mitigated by the introduction of ridged timescales for lift repairs and the requirement for the contractor to hold critical spares.
3.3 Does the proposal create any benefits for people with protected characteristics?
Other than having better contractual arrangements and defined KPIs within the proposals there are no other benefits for people with protected characteristics. The Contractor will be required to provide their Equalities Policy as part of the tender process and to demonstrate to the required standard that they will operate in accordance with the Equality Act 2010 and the s.149 Public Sector Equality Duty.
3.4 Can they be maximised? If so, how?
I believe the contractual arrangements within the contract cannot be increased in any way to provide better arrangements for people with protected characteristics.

Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?
A specific equalities question will be added to the customer satisfaction survey where responses will be monitored as part of the KPI's
4.2 What actions have been identified going forward?
A suitable question will be developed with the successful contractor to be inserted within the Customer Satisfaction Survey.
4.3 How will the impact of your proposal and actions be measured moving forward?
On-going monitoring throughout contract through KPI's.

Service Director Sign-Off: 	Equalities Officer Sign Off:  Duncan Fleming
Date:15/08/2018	Date: 8/8/2018