

# Equality Impact Assessment [version 2.11]



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|--|---|
| Title: Hard FM Contract  |   |
| <input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service<br><input type="checkbox"/> Other [please state] | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Growth & Regeneration   | Lead Officer name: David Martin   |
| Service Area: Property, Assets and Infrastructure  | Lead Officer role: Head of Corporate Landlord   |

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To extend the existing Hard FM 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 are already being undertaken by the existing supplier.

### 1.2 Who will the proposal have the potential to affect?

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| <input checked="" type="checkbox"/> Bristol City Council workforce | <input checked="" type="checkbox"/> Service users                             | <input checked="" type="checkbox"/> The wider community |
| <input type="checkbox"/> Commissioned services                     | <input checked="" type="checkbox"/> City partners / Stakeholder organisations |   |
| Additional comments:   |   |   |

### 1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

|                              |  |                 |
|------------------------------|--|-----------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | [please select] |
|------------------------------|--|-----------------|

The existing contract is planned to be extended and will have no adverse effect on communities or groups. It will allow for the continued planned preventative maintenance schedules and reactive call out requirements.

A large amount of the works will be undertaken in restricted areas including boiler houses, roofs, lift shafts, etc. Where work is planned outside these locations, the contractor has to supply Risk Assessments and Method Statements to ensure the works are undertaken without affecting Citizens, Service Users and personnel.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director<sup>1</sup>.

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|--|---|
| <b>Equality and Inclusion Team Review:</b><br><i>Reviewed by Equality and Inclusion Team</i> | <b>Director Sign-Off:</b><br> |
| Date: 6/2/2023   | Date: 06/02/2023  |

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<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.