

Equality Impact Assessment [version 2.12]



Title: Hard FM Contract Procurement Project	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Hard FM Contract expiring need to go out to tender for new contract circa £8 million per annum.</i>	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: David Martin
Service Area: Corporate Landlord	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.

This EqIA is to go to full Tender – Official Journal of the European Union (OJEU) for the Hard FM (Hard Facilities Management covers **all servicing and repairs to Mechanical and Electrical Installations and the Building Fabric with buildings within the Corporate Property** portfolio) 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 ‘Lorne Stewart’.

‘Lorne Stewart’ have had this contract for the past 4.5 years and the contract ends 30th April 2024 at the 5-year completion date. We will be going out to full Tender OJEU, however due to time constraints **we will be looking to extend or to have a temporary replacement contract in place for approx. 6 – 9 months** to allow time to carry out a full tender OJEU contract process. This could complete October 2024 (we will need to implement a temporary contract 6-9 months from a Framework to cover beyond April 2024 until the full Tender contract process is completed.

The Corporate Property Portfolio consists of a wide range of properties / assets including museums, parks, schools, libraries, children centres, mansion houses in the city, park & ride sites, cemeteries.

Performance by current contractor Lorne Stewart is monitored by our Contract Management Team.

Corporate Landlord is the mechanism by which the councils’ assets will be optimised by bringing the responsibility and accountability for land and property asset management, including all budgets and decisions, centralised within one function. It will lead the delivery of efficient, effective, and sustainable land and property solutions whilst maximising social and economic returns for Bristol and its residents.

The existing contract is due to expire on 30th April 2024. The Corporate Landlord service is currently working with Corporate Procurement to consider a temporary contract from a ‘framework’ to cover the planned preventative

maintenance schedules and reactive call out requirements temporarily whilst we deliver a full Tender for a 5+ year contract. This will have no adverse effect on communities or groups. It will allow for the continued planned preventative maintenance schedules and reactive call out requirements.

1.2 Who will the proposal have the potential to affect?

<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]
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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 employees do not access, with a large amount of the works undertaken within restricted areas i.e. – boiler houses, roofs, lift shafts etc.

Where work is planned outside these areas, the contractor has to supply RAMS (Risk Assessments / Method Statements) to ensure the works are undertaken without our affecting our citizens, service users and employees.

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 Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Peter Anderson Director, Property, Assets and Infrastructure
Date: 07.11.2023	Date: 12.01.24

¹ 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.